



CABINET FOR HUMAN RESOURCES
COMMONWEALTH OF KENTUCKY
FRANKFORT 40621

DEPARTMENT FOR SOCIAL INSURANCE
"An Equal Opportunity Employer M/F/H"

Obsolete

DCSE Manual Transmittal
Letter No. 218
Date May 16, 1989

TO: Staff, Division of Child Support Enforcement

SUBJECT: Issuance of AP Notice of Lien (Form CS-119), Release of Lien (Form CS-120), Absent Parent Answer to Withhold (Form CS-121) and Procedural Instructions and the Revision of Advance Notice of Withholding of Earnings (Form CS-42), Administrative Case Action/Review Sheet (Form CS-56.1), Unemployment Insurance Agreement (Form CS-76), Payment Agreement (Form CS-78), Current Support Agreement (Form CS-86), Administrative Enforcement Fact Sheet (Form CS-87), Notice to Collection Agency (Form CS-88), Change in Order to Withhold Earnings (Form CS-90), Notice and Statement of Lien (Form CS-92), Notice of Claim (NOC) and Procedural Instructions

The CS-119 has been created as a means to inform an absent parent when a lien is filed on his or her personal and/or real property.

The CS-120 has been created as a means to release a lien on an absent parent's personal and/or real property after the arrearages indicated on the CS-92 are paid.

The CS-121 has been created as a means to give an absent parent the opportunity to answer an Order(s) to Withhold (Form CS-68) before his or her asset(s) is delivered to the Cabinet as payment on arrearages.

The CS-42 and CS-87 have been revised to remove the statement that some withholding orders may be postponed if the absent parent is threatened with the loss of his or her job. The federal Office of Child Support Enforcement has advised that the threat of job loss cannot be used as a reason to postpone withholding of earnings. As a result, the Agreement to Postpone Withholding of Earnings (Form CS-94) is being obsoleted. Supplies of this form are to be destroyed.

Immediate withholding of earnings is not required for orders established administratively on or after July 15, 1988, if good cause can be shown by the absent parent. Good cause applies only if the parent has been voluntarily paying 75% of the newly established obligation. Loss of job or threat of loss of job cannot be considered good cause.

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The CS-42, CS-56.1, CS-76, CS-86, CS-87, CS-88, CS-90, CS-121, and NOC will be available from the supply center in approximately six weeks. Current supply of the CS-42, CS-86, CS-87, CS-88, CS-90, and NOC are to be recycled or destroyed. An unnumbered version of each form is attached for use in the interim. The CS-56.1 dated 2/87 and the CS-76 dated 2/88 are to be used until the current supply is depleted.

The CS-78, CS-92, CS-119, and CS-120 are not available from the supply center as they are not used in quantity. They are to be photocopied as needed. An unnumbered version of each form is attached for this purpose.

Please update the Child Support (IV-D) Manual of Forms according to the following instructions.


MAXINE CONRAD, DIRECTOR
DIVISION OF CHILD SUPPORT ENFORCEMENT

Instructions for Manual Maintenance

Remove and Recycle

Agreement to Postpone Withholding of Earnings (Form CS-94) (11/87) and Procedural Instructions (11/16/87)

✓ Advance Notice of Withholding of Earnings (Form CS-42) (Rev. 8/88) and Procedural Instructions (8/1/88)

Insert

✓ AP Notice of Lien (Form CS-119) (5/89) and Procedural Instructions (5/16/89)

✓ Release of Lien (Form CS-120) (5/89) and Procedural Instructions (5/16/89)

✓ Absent Parent Answer to Withhold (Form CS-121) (5/89) and Procedural Instructions (5/16/89)

Advance Notice of Withholding of Earnings (Form CS-42) (Rev. 5/89) and Procedural Instructions (5/16/89)

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Instructions for Manual Maintenance (Continued)

Remove and Recycle

Insert

Sample form attached to
DCSE-AM-88-14 (12/12/88)
-- Change in Order to With-
hold Earnings (Form CS-90)

Pen and Ink Changes

Child Support (IV-D) Manual of Forms, Table of Contents,

Page 1 - Change "Case Action/Review Sheet Supplement----CS-56.1"
to "Administrative Case Action/Review Sheet----CS-56.1."

Page 2 - Insert "AP Notice of Lien----CS-119," "Release of
Lien----CS-120," and "Absent Parent Answer to Withhold----
CS-121" after "Interstate Child Support Enforcement Trans-
mittal----CS-103."